

**Form CEM-2701 (Old HC-146)**FORM  
CEM 2701  
(REV. 7-79)JOB  
STAMP**WEEKLY STATEMENT OF WORKING DAYS**File Index No. 27  
**REPORT NO.**

To \_\_\_\_\_ Contractor

The following statement shows the number of working days charged to your contract for the week  
ending \_\_\_\_\_ 19 \_\_\_\_\_

Date	Day	Weather, Weather Conditions, or Other Conditions (Note 1)	Working Day	Non-Working Days Caused by Weather	Working Days No Work Done on Controlling Operation (Note 2)
	Mon.				
	Tu.				
	Wed.				
	Thur.				
	Fri.				
Days this week .....					
Days previously reported .....					
Total days to date .....					

TIME EXTENSIONS	CCO Numbers (Note 3)	Days Approved	
		CCO	Other
Days This Report .....			
Days Previously Reported .....			
Total days to date .....			

COMPUTATION OF EXTENDED DATE FOR COMPLETION	Number of Days	Numbered Day (Note 5)	Date
1. Date Contract approved by Attorney General .....			
2. Working days specified in contract .....			
3. COMPUTED DATE FOR COMPLETION (if all days specified are workable) .....			
4. Total time extension days approved to date (CCO plus other) .....			
5. Total non-working days to date (Note 4) .....			
6. Sub Total (Line 4 Plus Line 5) .....			
7. EXTENDED DATE FOR COMPLETION (Line 3 Plus Line 6) .....			
8. Revised Working days for contract (Line 2 Plus Line 4) .....			
9) Total working days to date .....			
10) WORKING DAYS REMAINING (line 8 minus line 9) .....			

Controlling Operation(s)

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REMARKS (Note 6) (Continues on reverse)

The Contractor will be allowed fifteen (15) days in which to protest in writing the correctness of the statement; otherwise the statement shall be deemed to have been accepted by the Contractor as correct. NOTE: All footnotes are on reverse side.

\_\_\_\_\_  
Resident EngineerSTATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION

Distribution: (1) Original-Contractor (2) Copy-local agency RE Project File

**INSTRUCTIONS TO LOCAL AGENCY RESIDENT ENGINEER**  
**for Form CEM-2701**

**Procedures:**

1. When recording non working days due to weather, state the reason why the day is unworkable when the weather description itself does not adequately describe conditions. For example, "Clear -- wet grade" to describe conditions when the weather was clear, but the grade is too wet to work. Do not list days merely as "Unworkable."
2. Enter days on which no productive work has been performed on the controlling operation(s) for reasons other than weather.
3. List numbers of contract change orders providing for time extensions.
4. Do not include non working days which occur after expiration of the Extended DATE OF COMPLETION. On contracts that are overtime, the total under WORKING DAYS shall not be greater than the total of REVISED WORKING DAYS, (Line 8). After approved total of working days has been reached, continue recording working and non working days but do not add into the totals. Make statement under REMARKS that WORKING and NON WORKING days are shown for record only since the contract time has elapsed.  
  
If an extension of time is subsequently approved, determine the new Extended DATE by taking into account all non working DAYS.
5. Use the calendar issued by headquarters Construction with working days numbered for convenience in computations. Internet address: <http://www.dot.ca.gov/hq/construc>.
6. Time extensions are to be explained under REMARKS and the following information is to be included:
  - (a) Cause of delay and specification reference under which approval was granted
  - (b) Statement as to what controlling operation or operations are being delayed and to what extent
  - (c) Dates for which the extension was granted
  - (d) Reference to supporting data

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION

FRONT

**SUBCONTRACTING REQUEST**

DC-CEM-1201 (REV. 4/94) (OLD HC-45) CT# 7541-3514-7

See Instructions  
On Back

						<b>REQUEST NUMBER</b>	
<b>CONTRACTOR NAME</b>				<b>COUNTY</b>		<b>ROUTE</b>	
<b>BUSINESS ADDRESS</b>				<b>CONTRACT NO.</b>			
<b>CITY/STATE</b>			<b>ZIP CODE</b>		<b>FEDERAL AID PROJECT NO. (From Special Provisions)</b>		
<b>SUBCONTRACTOR (Name, Business Address, Phone)</b>	<b>BID ITEM NUMBER(S)</b>	<b>% OF BID ITEM SUBBED</b>	<b>CHECK IF: (See Categories Below)</b> (1) (2) (3)			<b>DESCRIBE WORK WHEN LESS THAN 100% OF WORK IS SUBBED</b>	<b>\$ AMOUNT BASED ON BID \$ AMOUNT</b>
<b>Categories:</b> 1) Specialty                      2) Listed Under Fair Practices Act                      3) Certified DBE							

**I Certify That:**

- The Standard Provisions for labor set forth in the contract apply to the subcontracted work.
- If applicable, (Federal Aid Projects only) Section 14 (Federal Requirements) of the Special Provisions have been inserted in the subcontracts and shall be incorporated in any lower-tier subcontract. Written contracts have been executed for the above noted subcontracted work.

<b>CONTRACTOR'S SIGNATURE</b>	<b>DATE</b>

**NOTE:** This section is to be completed by the Resident Engineer

- |  |    |       |
|--|----|-------|
| 1. Total of bid items .....  | \$ | _____ |
| 2. Specialty items (previously requested) .....                              | \$ | _____ |
| 3. Specialty items (this request) .....                                      | \$ | _____ |
| 4. Total (lines 2+3) .....   | \$ | _____ |
| 5. Contractor must perform with own forces (lines 1 minus 4) x _____ % ..... | \$ | _____ |
| 6. Bid items previously subcontracted .....                                  | \$ | _____ |
| 7. Bid items subcontracted ( this request) .....                             | \$ | _____ |
| 8. Total (lines 6+7) .....   | \$ | _____ |
| 9. Balance of work Contractor to perform (lines 1 minus 8).....              | \$ | _____ |

<b>APPROVED</b>	
<b>RESIDENT ENGINEER'S SIGNATURE</b>	<b>DATE</b>

CEM-1201 (HC-46 REV. 4/94)      COPY DISTRIBUTION:      1. Original - Contractor    2. Copy - local agency Resident Engineer  
3. Copy - local agency Labor Compliance Officer    4. Contractor's Information Copy

[Back](#)

## INSTRUCTIONS FOR COMPLETING SUBCONTRACTING REQUEST FORM

*All First-tier subcontractors must be included on a subcontracting request.*

Submit in accordance with Section 8-1.01 of the Standard Specifications. Type or print requested information. Information copy is to be retained by the contractor. Submit other copies to project's Resident Engineer. After approval, the original will be returned to the contractor.

When an entire item is subcontracted, the value to be shown is the contractor's bid price.

When a portion of an item is subcontracted, describe the portion, and show the % of bid item and value.

### THIS FORM IS NOT TO BE USED FOR SUBSTITUTIONS.

Prior to submittal of a DC-CEM-1201 involving a replacement Subcontractor, submit a separate written request for approval to substitute a listed subcontractor. Section 4107 of the Government Code covers the conditions for substitution.

**NOTE:** For contractors who will be performing work on railroad property, it is necessary for the contractor to complete and submit the Certificate of Insurance (State Form DH-OS-A10A) naming the subcontractor as insured. *No work shall be allowed which involves encroachment on railroad property until the specified insurance has been approved.*

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION

JOB STAMP

**RESIDENT ENGINEER'S DAILY REPORT****ASST. RESIDENT ENGINEER'S DAILY REPORT**

DC-CEM-4501 (OLD) HC-0010 REV 11/92 7541-3506-1

RESIDENT ENGINEER'S DAILY REPORT - FILE CAT. 45 ☐ASST. RESIDENT ENGINEER'S DAILY REPORT - FILE CAT. 46 ☐

REPORT NO.	DATE:	M	T	W	T	F	S	S (Circle day)
SHIFT HOUR:	TEMPERATURE;							
START	STOP	MIN.		MAX.				
WEATHER								

SIGNATURE	TITLE
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CEM-4501 (HC-0010 REV. 11/92)

*Note: See over for detailed Assistant Resident Engineers Daily Report*

Distribution (All projects): Original local agency project file (field office) Reports covering extra work should be filed separately

(Back)

Shift Hours Start \_\_\_\_\_ Stop \_\_\_\_\_

### Location & Description of Operation

[illegible]

91 92184

Page 16-54  
February 1, 1998

## CALIFORNIA DEPARTMENT OF TRANSPORTATION

## CERTIFICATE OF PROFICIENCY

In the Sampling and Testing of Construction Materials

This certifies that

\_\_\_\_\_ is qualified to perform the following tests:

CALIFORNIA TEST	DATE CERTIFIED BY	DATE RENEWED BY
202 Sieve Analysis	_____	_____
217 Sand Equivalent	_____	_____
226 Moisture Content	_____	_____
227 Cleanness Value	_____	_____
229 Durability Index	_____	_____
231 Relative Compaction-Nuclear	_____	_____
375 Relative Compaction of AC	_____	_____
379 Asphalt Content-Nuclear	_____	_____
504 Air entertainment in PCC	_____	_____
518 Unit Weight-PCC	_____	_____
523 Flexural Strength of PCC-Beams	_____	_____
533 Kelly Ball penetration-PCC	_____	_____
539 Sampling Fresh Concrete	_____	_____
540 Fabricating PCC Cylinders	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
District Materials Engineer\_\_\_\_\_  
IAST Certificate #

Certification expires three years from above dates.

Note: This certificate is valid as long as the Acceptance Tester complies with the applicable requirements of the Caltrans *Quality Assurance Program Manual*.

THIS FORM IS TO BE ON FILE AT THE DISTRICT MATERIALS LAB AND CONSTRUCTION OFFICES. A COPY OF THE MASTER LIST SHALL BE KEPT IN THE RESIDENT ENGINEERS PROJECT FILE.

MR - 0111 (1/93) (Old HC-1)

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CALIFORNIA DEPARTMENT OF TRANSPORTATION  
INDEPENDENT ASSURANCE SAMPLING AND TESTING

MR-0102

Date \_\_\_\_\_ File: Category 39, Independent Assurance Tests

District \_\_\_\_\_ County \_\_\_\_\_ Route \_\_\_\_\_ P.M. \_\_\_\_\_

Contract No. \_\_\_\_\_ Federal No. \_\_\_\_\_

To: RESIDENT ENGINEER

This is to inform you that your contract requires INDEPENDENT ASSURANCE SAMPLING AND TESTING. The primary Independent Assurance Tester assigned to your project is \_\_\_\_\_ however, other materials personnel may be utilized.

We will sample, test and/or witness material being incorporated into this project as per the *Local Assistance Procedures Manual, Chapter 16, Construction Administration*, for Federal-aid Projects administered by local public agencies.

Personnel performing individual acceptance tests must be certified (Form MR-0111). Upon your request, we will provide certification for those persons.

The following bid items on your contract will require Independent Assurance Sampling and Testing:

We would appreciate your cooperation in contacting the District Materials Laboratory at phone \_\_\_\_\_, FAX # \_\_\_\_\_, at least \_\_\_\_\_ hours prior to any contractor operations requiring Independent Assurance Sampling and Testing.

Signed: \_\_\_\_\_  
District Materials Engineer

Form MR -0102

Distribution: NHS Projects: Prepared by District Materials Engineer and sent to DLAE to forward to local agency Resident Engineer  
Non NHS Projects: (Similar form) Prepared by local agency IAST and sent to local agency Resident Engineer

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CALIFORNIA DEPARTMENT OF TRANSPORTATION  
REPORT OF WITNESS TESTS

Form: MR-0103 (New 4/90)

Date \_\_\_\_\_

File: Category 39, Independent Assurance Tests

District \_\_\_\_\_ County \_\_\_\_\_

Route \_\_\_\_\_ P.M. \_\_\_\_\_

Contract No. \_\_\_\_\_

Federal No. \_\_\_\_\_

Resident Engineer: \_\_\_\_\_

Contractor: \_\_\_\_\_

Test No. \_\_\_\_\_

Material Being Tested: \_\_\_\_\_

Test Procedure (No. and Title):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Samples from: \_\_\_\_\_

Location of Source:  
\_\_\_\_\_  
\_\_\_\_\_Certificate of Proficiency  
(Yes/No/Not Applicable)

Sampler/Tester: \_\_\_\_\_

**RESULTS:**

Were the sampling and testing procedures satisfactory?

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed by \_\_\_\_\_

Witness: \_\_\_\_\_  
Independent Assurance Sampler and Tester

MR-0103 (New 4/90)

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## State of California - Department of Transportation

**CORROBORATION REPORT**

Form MR-0104 (Rev.6/94)

File: Materials Category 100

**Instructions:** Use this form to compare Split-Sample Test results (Acceptance Tester's test results of the Independent Assurance Sample and Tester)

NAME (Acceptance Tester)

Valid MR-0111

[ ] YES [ ] NO

DATE (When the split sample was presented to the Acceptance Tester)

DATE (when the Acceptance Tester's results were received by the IAST)

DATE (When the Independent Assurance Sampler's &amp; Tester's results were completed.)

## CORROBORATION OF TEST RESULTS

TEST PROCEDURE OR CALIFORNIA TEST NUMBER	ACCEPTANCE TESTER (AT)		INDEPENDENT ASSURANCE SAMPLER & TESTER (AST)		CORROBORATION BETWEEN THE AT AND THE AST		
	TEST RESULTS	SAMPLE ID NUMBER	TEST RESULTS	SAMPLE ID NUMBER	GOOD	FAIR	POOR

(1) SUBSEQUENT ACTION TAKEN FOR POOR CORROBORATION (List all actions taken and follow-up tests performed.)

Attach copy of each test report. If no action was taken, document reason(s) for no action taken).

LAST NAME (Please print)

DISTRICT

SIGNATURE (Last)

AST CERTIFIED?

[ ] YES [ ] NO

IF YES, AST CERTIFICATE NUMBER

REPORT DATE

FM93 1901 M

NOTE: ATTACH ALL TEST DATA (Form MR-0107)

APPENDIX C

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STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION  
**INDEPENDENT ASSURANCE SAMPLING  
 AND TESTING LOG SUMMARY**  
 TL-0110 (REV. 9/95)

FILE : MATERIALS CATEGORY 100

IAST LOG SUMMARY SHEET: (Print Full Name of Acceptance Tester)						DISTRICT	
DATE	WITNESS OF TEST PROCEDURE (Indicate Test Number)	WITNESS OF MATERIALS SAMPLING (Indicate Test Number)	Did the Acceptance Tester successfully pass the Witness Test?	Was equipment in good working condition?	Did equipment have a current calibration sticker?	SPLIT-SAMPLE COMPARISON (Check one)	COMMENTS OR FOLLOW-UP ACTION
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
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			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	

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STATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION  
**NOTICE OF MATERIALS TO BE USED**

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

**NOTICE OF MATERIALS TO BE USED**

DC-CEM-3101 (OLD HC-30 REV. 10/92) 7541-3511-1

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**INSTRUCTIONS TO CONTRACTOR**

Section 6 of the Standard Specifications states that, "Promptly after the approval of the Contract, the Contractor shall notify the Engineer of the proposed sources of supply of all materials to be furnished by him, using a form which will be supplied by the Engineer upon request."

In order to avoid delay in approval of materials, the Department of Transportation must receive notice as soon as possible.

Please comply with the following as closely as possible:

The Contract number and job limits should be the same as appears on the Special Provisions.

The column headed "Contract Item No." should show all the item numbers for which the material is to be used.

The column headed "Material Type" should be a description of the material and not necessarily the name of the contract item.

The column headed "Name and Address of Inspection Site" should be that of the actual source of supply and not subcontractor or jobber.

If the sources of all materials are not known at the beginning of a Contract, report those known. Supplemental "Notices of Materials to Be Used" should be submitted for the others as soon as possible thereafter. Do not delay submitting the original notice until all information is known.

All changes in kinds and/or sources of materials to be used should be reported on supplemental "Notices of Materials to Be Used" immediately.

Retain your copy and mail all other copies to the Resident Engineer.

**Note:** When placing orders for materials that required inspection prior to shipment, be sure to indicate on your order that State inspection is required.

STATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION  
MR-0608

## NOTICE OF MATERIALS TO BE FURNISHED

<b>To:</b>	<b>Date:</b>
	<b>From: Branch Office</b> P. O. Box 19128 Sacramento, CA 95819
	<b>Phone:</b> (916) 227-7263
<b>Contractor:</b>	
<b>On State Contract*</b>	<b>Dist. *</b> <b>Co.*</b> <b>Rte. *</b> <b>P.M.*</b>

has notified this department that your firm is to furnish the following

This material is subject to our inspection and release before shipment is made; therefore, please notify this as manufacture or fabrication is proposed or as soon as sampling is **Sampling, tests and inspection will be made in accordance with Section 6 of the Standard Specifications.**

**You are reminded that source inspection is random and does not relieve the contractor of the full responsibility of incorporating materials in the work that comply in all respects with the contract plans and specifications, nor does it preclude the subsequent rejection of materials found to be unsuitable.**

Material shipped without proper release shall constitute sufficient reason for

Your cooperation in notifying us by telephone as much in advance of expected action as possible, so that we for inspection, sampling and testing will be

Very Truly Yours,

ROY BUSHEY, Chief  
Office of Materials Engineering  
and Testing Services

<b>Bv</b>
<b>Title</b> Caltrans Sr. M&R Engineer / da
<b>Resident Engineer</b>

\* This information and contract item numbers should appear on all orders and

**INSTRUCTIONS:** Route Copies  
SUPPLIER  
RESIDENT  
CONTRACT

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STATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION  
**OFFICE OF MATERIALS**  
**ENGINEERING AND TESTING SERVICES**  
**REPORT OF INSPECTION OF MATERIAL**

The following material has been inspected in accordance with Section 6 of the Standard Specifications and found to substantially comply\* with contract plans and specifications at the source which is at \_\_\_\_\_

Lot Number	Quantity	Description of Material
H -		

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_

Page 16-69  
February 1, 1998

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**SAMPLE FEDERAL-AID INVOICE**  
**Single-Phase EA**  
**Two Appropriation Codes (33D and 33T)**  
*(Letterhead of local agency)*

***Date of Invoice***

(For Progress Invoice)  
 Department of Transportation  
 Accounting Service Center  
 Local Program Accounting Branch  
 Mail Station #33  
 P.O. Box 942874  
 Sacramento, CA 94274-0001

(For Final Invoice)  
**Name**, District Director  
 Department of Transportation  
**Street or P. O. Box**  
**City, CA Zip Code**  
 Attention: Name, Local Assistance Engineer

Billing No: **1, 2, ..., or Final**  
 Invoice No: **local agency's Invoice No.**  
 Federal-aid Project No: **Fund Abbr.-Route-(Job #)**  
 Tax Identification No: **Agency IRS ID Number**  
 Date Accepted by City/County: **Final Date : "Ongoing" (if not Final)**  
 Project Location: **Project Limits**

Reimbursement for federal funds are claimed pursuant to Local Agency-State Agreement

No. Number, Program Supplement No. Number, executed on Date.

	<u>Preliminary Engineering</u>	<u>Construction Engineering</u>	<u>Construction Contract</u>	<u>Total 33D</u>
Federal Appropriation Code	33D	33D	33D	
Expenditure Authorization No	969696	969696	969696	
Federal Authorization Date	06/30/94	01/02/95	01/02/95	
Federal participating costs from	07/05/94	01/30/95	02/15/95	
to	12/30/94	04/30/95	04/30/95	
 Total Costs	 \$3,500.60	 \$8,400.30	 \$200,000.10	 \$211,901.00
Less: Retention			(20,000.00)	(20,000.00)
Non participating Costs	(350.00)	(840.00)	(16,000.00)	(17,190.00)
Subtotal	\$3,150.60	\$7,560.30	\$164,000.10	\$174,711.00
 Plus: Payment of Previously Withheld Retention				
 Federal Participating Costs to Date	 \$3,150.60	 \$7,560.30	 \$164,000.10	 \$174,711.00
 Less: Participating Costs on Previous Invoice				 <u>88,495.62</u>
 Change in Participating Costs				 \$86,125.38
Reimbursement Ratio				<u>88.53%</u>
 Amount This Claim				 \$76,326.47

	<u>Construction Engineering</u>	<u>Construction Contract</u>	<u>Total 33T</u>
Federal Appropriation Code	33T	33T	
Expenditure Authorization No	969696/30600	969696/30600	
Federal Authorization Date	01/02/95	01/02/95	
Federal participating costs from	01/30/95	02/15/95	
to	04/30/95	04/30/95	
Total Costs	\$2,100.10	\$50,000.00	\$52,100.10
Less: Retention	(0.00)	(5,000.00)	(5,000.00)
Non participating Costs	<u>(210.00)</u>	<u>(4,000.00)</u>	<u>(4,210.00)</u>
Subtotal	\$1,890.10	\$41,000.00	\$42,890.10
Plus: Payment of Previously Withheld Retention			
Federal Participating Costs To Date	\$1,890.10	\$41,000.00	\$42,890.10
Less: Participating Costs on Previous Invoice			<u>21,470.00</u>
Change in Participating Cost			\$21,420.10
Reimbursement Ratio			<u>100.00%</u>
Amount This Claim			\$21,420.10
INVOICE TOTAL			\$97,746.57 =====

I certify that the work covered by this invoice has been completed in accordance with approved plans and specifications; the costs shown in this invoice are true and correct; and the amount claimed, including retention as reflected above, is due and payable in accordance with the terms of the agreement.

\_\_\_\_\_  
*(Signature, Title and Unit of Local Agency Representative)*

\_\_\_\_\_  
*(Phone No.)*

Note: When multiplying "Change in Participating Costs" by "Reimbursement Ratio", the result is be rounded to the lowest cent. Federal rules do not allow rounding up.

Distribution of Progress Invoice: (1) Original + two copies to Caltrans Local Programs Accounting (2) Copy-retained by local agency  
Distribution of Final Invoice: (1) Original + 1 copy included in the Report of Expenditures sent to the Caltrans District Local Assistance Engineer (2) Copy-retained by local agency



**NOTICE OF MATERIALS TO BE INSPECTED**

DEPARTMENT OF TRANSPORTATION

<b>To:</b>	<b>Date:</b>			
	<b>Dist.</b>	<b>Co.</b>	<b>Rte.</b>	<b>P.M.</b>
	<b>Contract Number</b>		<b>Federal Project Number</b>	
<div></div>				
<b>Contractor:</b>				
<div></div>				
<b>Item #</b>	<b>Material</b>		<b>Source</b>	
<b>NOTE: INSPECTION WILL NOT BE PERFORMED AT THE SOURCE. THE R.E. SHOULD INSPECT OR SAMPLE AT THE JOBSITE. ASSISTANCE WILL BE PROVIDED BY NEAREST SOURCE INSPECTION FACILITY.</b>				
<b>Remarks:</b>				
Rich Spring -Sacramento 916-227-7263 Subhash Johar - Bay Area 510-601-1620 Hernando Morales - L.A. 213-620-3012			Route Copies to: RE/BR Rep. Contract File Contractor Vendor	
Office of Materials and Testing		<b>By:</b> _____		
<b>ROY BUSHEY, Chief</b>		Richard J. Spring/SMRE/da		

MR-0028 (old:TL-28) (Rev.9/94)

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## STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION

## EMPLOYEE INTERVIEW: LABOR COMPLIANCE/EEO

HC-0031A(REV.4/91)

CT#7541-3512-3

<b>CONFIDENTIAL</b>		CONTRACT #
<i>This document contains personal information and pursuant to Civil Code 1798.21 it shall be kept confidential in order to protect against unauthorized disclosure</i>		FEDERAL #
<b>INSTRUCTIONS-(See Reverse Side)</b>		
1. TO BE FILLED IN BY INTERVIEWER (Data may be obtained from payroll records or during source document review)		
EMPLOYEE NAME		LABOR CLASSIFICATION
MINIMUM BASE WAGE PER CONTRACT:	Base Rate	FRINGE BENEFITS
MINIMUM BASE WAGE PER PAYROLL (if available):	Base Rate	FRINGE BENEFITS
EMPLOYER		PRIME CONTRACTOR ON THE PROJECT (If same, state so)
WORK BEING PERFORMED AT TIME OF INTERVIEW		
2. QUESTIONS TO BE ASKED OF EMPLOYEE		
A. HOW LONG HAVE YOU WORKED FOR YOUR PRESENT EMPLOYER?		HOW LONG ON THIS PROJECT?
B. DESCRIBE THE TYPE OF WORK YOU HAVE BEEN DOING THIS PAST WEEK?		
C. WHAT IS YOUR WAGE (Including Base Rate and Fringe Benefits (Compare to Payroll))		DO YOU KEEP A RECORD OF HOURS WORKED? <input type="checkbox"/> YES <input type="checkbox"/> NO
D. DO YOU WORK OVERTIME? <input type="checkbox"/> FREQUENTLY <input type="checkbox"/> SELDOM <input type="checkbox"/> NONE ARE YOU PAID TIME AND ONE HALF FOR OVERTIME? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF NO, EXPLAIN
E. HAS YOUR EMPLOYER DIRECTED YOUR ATTENTION TO THE REQUIRED WAGE RATE POSTER ON THE PROJECT? <input type="checkbox"/> YES <input type="checkbox"/> NO		HAVE YOU SEEN THESE POSTERS? <input type="checkbox"/> YES <input type="checkbox"/> NO
F. ARE YOU AWARE OF THE CONTRACTOR'S EEO POLICIES? <input type="checkbox"/> YES <input type="checkbox"/> NO		DOES THE CONTRACTOR HOLD REGULAR EEO MEETINGS <input type="checkbox"/> YES <input type="checkbox"/> NO
WHO CONDUCTS THE MEETINGS?		WHO IS THE EEO OFFICER FOR YOUR EMPLOYER?
		WHO IS THE EEO OFFICER FOR THIS PROJECT?
G. ARE YOU INTERESTED IN/OR HAS YOUR EMPLOYER INFORMED YOU OF UPGRADING AND TRAINING POSSIBILITIES? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, PLEASE EXPLAIN
3. ADDITIONAL QUESTIONS FOR OWNER OPERATORS		
A. EQUIPMENT DESCRIPTION		TRUCK LICENSE NO.
		TRUCK (CAL-T)NO
HOURLY RATE \$ _____ (Fully operated & Maintained)	BASE EQUIPMENT RATE \$ _____	ON WHAT DO YOU BASE YOUR EQUIPMENT RENTAL RATE? <input type="checkbox"/> HOURLY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY
B. DO YOU OWN THE EQUIPMENT <input type="checkbox"/> YES <input type="checkbox"/> NO		MAY I SEE YOUR CERTIFICATE OF OWNERSHIP? (Interviewer Note Response) <input type="checkbox"/> YES <input type="checkbox"/> NO
LEGAL OWNER		REGISTERED OWNER
4. EMPLOYEE COMMENTS Do you have any comments or complaints about wages or EEO policies?		5. INTERVIEWER'S COMMENTS
INTERVIEWER'S SIGNATURE		RESIDENT ENGINEER SIGNATURE
DATE: _____		DATE: _____

Distribution: (1) Original - Local agency project files

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STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION

**EMPLOYEE INTERVIEW: LABOR COMPLIANCE/EEO**

HC-0031B(REV.4/91)

CT#7541-3512-3

**DIRECTIONS TO INTERVIEWER**

1. Fill in Section 1 from payroll records, if available, after interview
2. Fill in Section 2 completely. (does not apply to owner operators
3. Fill in Section 3 completely.
4. Employee comments optional in Section 4.
5. Interviewer comments on findings and recommendations  
further actions be taken. Attach additional sheets if necessary.

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL HIGHWAY ADMINISTRATION FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTOR'S ANNUAL EEO REPORT												OMB NO. 2125-0019							
Local Agency Contract No. _____												Report For							
JULY _____ 200__																			
1. CHECK APPROPRIATE BLOCK  <input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor		2. NAME AND ADDRESS OF FIRM						3. FEDERAL-AID PROJECT NUMBER				4. TYPE OF CONSTRUCTION							
5. COUNTY AND STATE				6. PERCENT COMPLETE				7. BEGINNING CONSTR. DATE				8. DOLLAR AMOUNT OF CONTRACT				9. ESTIMATED PEAK EMPLOYMENT			
																Month and Year (a)		Number of Employees (b)	
<b>10. EMPLOYMENT DATA</b>																			
Table A										Table B									
JOB CATEGORIES	TOTAL EMPLOYEES		TOTAL MINORITIES		BLACK Not of Hispanic Origin		HISPANIC		AMERICAN INDIAN OR ALASKAN NATIVE		ASIAN OR PACIFIC ISLANDER		WHITE Not of Hispanic Origin		APPRENTICES		ON THE JOB TRAINEES		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
OFFICIALS (Managers)																			
SUPERVISORS																			
FOREMEN/WOMEN																			
CLERICAL																			
EQUIPMENT OPERATORS																			
MECHANICS																			
TRUCK DRIVERS																			
IRONWORKERS																			
CARPENTERS																			
CEMENT MASONS																			
ELECTRICIANS																			
PIPEFITTERS, PLUMBERS																			
PAINTERS																			
LABORERS, SEMI-SKILLED																			
LABORERS, UNSKILLED																			
<b>TOTAL</b>																			
Table C																			
APPRENTICES																			
ON THE JOB TRAINEES																			
11. PREPARED BY: (Signature and Title of Contractor's Representative)																DATE			
12. REVIEWED BY: (Signature and Title of Local Agency Official)																DATE			
Distribution: Prepared by the contractor and subcontractors and sent to the local agency (1) Original - Local agency project files (2) Copy - Caltrans District Local Assistance Engineer																			

Form FHWA-1391 (Rev. 3-92) **Electronic**

PREVIOUS EDITIONS ARE OBSOLETE

**LOCAL AGENCY CONTRACTORS AND SUBCONTRACTORS  
INSTRUCTIONS FOR COMPLETING  
FEDERAL HIGHWAY ADMINISTRATION 1391 FORM**

The FHWA-1391 form shall be used to report the number of minority and non-minority employees by gender employed in each work classification on a Federal-aid Contract. The "Job Categories" column is used to identify work classification. When identifying work classification use only the categories listed on the form. Miscellaneous job categories are to be incorporated in the most appropriate category listed on the form.

**WHO MUST REPORT:**

Each prime contractor and subcontractor, regardless of tier, who has a Federal-aid Contract exceeding \$10,000.

**REPORT DATA:**

Each contractor is to collect data of the number of project personnel who worked all or any part of the last full week of July. Contractors who do not perform any work during the last full week of July must write "Not Applicable" across the form, sign, date and return.

**DUE DATE:**

Due on or before the 15<sup>th</sup> of August.

**DEFINITION OF TERMS:**

OFFICIALS (Managers):	Officers, project engineers, superintendents, etc., who have management level responsibility and authority.
SUPERVISORS:	All levels of project supervision, if any, between management and foremen levels.
FOREMEN/WOMEN:	Men and women in direct charge of crafts workers and laborers performing work on the project.
MECHANICS:	Equipment service and maintenance personnel.
LABORERS, SEMI-SKILLED:	All laborers classified by specialized type of work.
LABORERS, UNSKILLED:	All Non-classified laborers.
OTHERS:	Miscellaneous job classifications are to be incorporated in the most appropriate category listed on the form. All employees on the project should be accounted for.

**Report**

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**BLOCK ENTRIES**

- (1) CHECK APPROPRIATE BLOCK – Check only one box.
- (2) NAME AND ADDRESS OF FIRM – Enter the firm's name, street address, city, town, state and zip code. Do not abbreviate.
- (3) FEDERAL-AID PROJECT NUMBER – Enter all Federal-aid project number(s) associated with the contract number. (If you are a subcontractor and do not know the Federal-aid project number, contact the prime contractor).
- (4) TYPE OF CONSTRUCTION – Enter type of work associated with the contract number. (If you are a subcontractor and do not know the type of construction, contact the prime contractor).
- (5) COUNTY AND STATE – Enter all county(ies) and state(s) associated with the contract number. (If you are a subcontractor and do not know the county(ies) and state(s), contact the prime contractor).
- (6) PERCENT COMPLETE – Enter percentage completed, based on the dollar amount of the contract completed.
- (7) BEGINNING CONSTR. DATE – Enter date construction began.
- (8) DOLLAR AMOUNT OF CONTRACT – Enter dollar amount of contract, including amended amounts.
- (9) ESTIMATED PEAK EMPLOYMENT –
  - (a) Month and Year – Enter month and year of peak employment during the life cycle of the contract.
  - (b) Number of Employees – Enter number of employees, based on the peak employment during the life of the contract.
- (10) EMPLOYMENT DATA –
  - (Table A) – Enter number of employee(s) based on race, gender and job category during the reporting period.
  - (Table B) – Enter number of apprentice(s) and on-the-job trainee(s) based on gender and job category during the reporting period.
  - (Table C) – Enter number of apprentice(s) and on-the-job trainee(s) based on race and gender during the reporting period.
- (11) PREPARED BY – Signature and Title of Contractor's Representative certifying the reported data to be true.
- (12) REVIEWED BY – Signature and Title of Local Agency Official reviewing data.

***Note: Include contract number in the block located at the top of the form.***

Distribution: Prepared by the contractor and subcontractors and sent to the local agency. (1) Original – Local agency project files (2) Copy – Caltrans Local Assistance District Engineer

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U. S. DEPARTMENT OF LABOR  
OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS  
EMPLOYMENT STANDARDS ADMINISTRATION

OFCCP OFFICES WITHIN CALIFORNIA

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OFCCP / ESA  
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San Francisco Regional Office  
OFCCP / ESA  
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San Diego, CA 92123-5378  
Phone No. (619) 557-6489

Ms. Alice V. Young  
District Director  
San Jose District Office  
OFCCP / ESA  
U. S. Department of Labor  
60 South Market, Suite 410  
San Jose, CA 95113-2328  
Phone No. (408) 291-7384

or contact the Federal Information Center at (800) 688-9889 for other OFCCP office information.

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**SIZE, FREQUENCY AND LOCATION OF SAMPLING AND TESTING TABLES**  
PORTLAND CEMENT CONCRETE (6) - PAVEMENT

				POTENTIAL SOURCE TESTS	ACCEPTANCE TESTS			
MATERIAL OR PRODUCT		TEST FOR	TEST NO.	SAMPLE SIZE & CONTAINER TYPE	LOCATION OR TIME OF SAMPLING	FREQUENCY OF SAMPLING	LOCATION OR TIME OF SAMPLING	REMARKS
AGGREGATE	COARSE AGGREGATE	LA Rattler (500) Rev.) 6	211	See Note (3)	See Note (2)	1 for every 500 cu. yds. 1 per day min. See Notes (1)(7). If production is less than 300 cu. yds, 1 per accumulative 300 cu. yds.	One of the following locations listed in order of preference: a. Belt from weigh hopper to central or transit mixer. b. Belt which feeds batch plant bins immediately preceding the weigh hopper. c. Discharge gate of weigh hopper. A single sample 400+ lbs. into loader or dump truck; split to test portion required for grading analysis. d. Discharge gates of bins feeding the weigh hopper at batch plant	Recommend 1 acceptance test per day if 3 consecutive tests over 80
		Cleanness value	227					
	FINE AGGREGATE	Colometric Test	213	See Note (3)	See Note (2)	Only if initial test shows critical or contamination is suspected	The location and method of sampling are to be determined and agreed upon by the engineer and the contractor. Once selected, the location and method of sampling are not to be changed during the life of a project, or so long as there is no change in plant's configuration or operation.	Recommend 1 acceptance Test per day if 3 consecutive tests over 80
		Mortar Strength	515					
Sand Equivalent		217	1 for every 500 cu. yds. See Notes (1) (7). If production is less than 300 cu. yds., 1 per accumulative 300 cu. yds.					
COARSE & FINE AGGREGATE	Specific gravity & absorption	206 & 207	See Note (3)	See Note (2)	When aggregate changed. See Note 7	Same as Fine Aggregate (above)		
		214						
	Soundness	202	See Note (4)	Non See Note (5)	1 for every 500 cu. yds. 1 per day min. See Notes (1)(7). If production less than 300 cu. Yds, 1 per accumulative 300 cu. yd.	Same Fine Aggregate (above)		
	Sieve Analysis	528						
	Freeze-Thaw	223 &/ or 226						1 for every 500 cu. yds. 1 per day min. See Notes (1) (7). If production less than 300 cu. Yds, 1 per accumulative 300 cu. yd.
CEMENT	Compliance w/Std. Specs. & Special Provisions		8 lb.	None with Certificate of Compliance (See REMARKS.)	1 for every 500 cu. yds. 1 per min. See Notes (1)(7). If production is less than 300 cu. yds, 1 per accumulative 300 cu. yd.	Weigh hopper or in the feed line immediately in advance of the hopper	If no Certificate of Compliance, sample at least 14 days prior to use for previously tested brands, 35 days for untested brands.	
WATER	Compliance with Sec. 90 of Std. Specs. & Special Provisions	405	Clean 1/2 gallon plastic jug with lined sealed lid	At point of use (See REMARKS)KS)	As required for acceptance (See REMARKS)	At point of use	City water supplies for domestic use usually need not be tested unless suspected of high chloride or sulfate content. On-the-job wells are to be tested.	

**EXHIBIT 16-R**
**Local Assistance Procedures Manual**
**Size Frequency and Location of Sampling and Testing Tables**

AD MIXTURES	Air Entraining Agent	Air entraining properties, chloride identification	ASTM C 260	1-quart can or plastic bottle of liquid, 2 lbs. of powder	Samples must reach testing lab at least 1 week prior to use.	As required for information	Sample must reach testing lab at least 1 week prior to use	
	Water Reducers Set Retarders	Claimed properties, chloride identification	ASTM C 494	1-quart can of liquid, 2 lbs. of powder	Samples must reach Testing lab at least 1 week prior to use. Untested brands require 5 weeks prior to use.	As new supplies arrive on the job or each time brand is changed.	Samples must reach testing lab at least 1 week prior to use. Untested brands require 5 weeks prior to use.	
CONCRETE	Yield		518	See test method See Note (8)		One for each 4 hours production	At point it is deposited on the grade	If yield test used for payment, 1 per each 1,500 cu. yds.; min. of 2 per mix design per job.
	Ball Penetration		533			When test specimen is fabricated & when consistency or uniformity is questionable. Min. 2 per day	At point concrete is deposited in the work and from different portions of the batch to check uniformity.	
	Modules of rupture		523	1 set of 3 beams 6" x 6" x 34" each	See California Test 539	One set for each 4,000 cubic yards	See California Test 539	Recommend min. 2 sets per shift. Normally, from each set, break 1 beam at 7 days, 1 beam at 10 days, and 3rd beam as required 50% decrease after 10 sets.
	Air Content		504	Approx. 1/2 cubic foot		As required for information; min. once every 4 hours. Each time 518 is performed.	At point deposited on the grade.	Where specified for freeze thaw resistance, acceptance testing shall not be less than once every hour.
	Coarse agg. per cu. ft. of concrete		529			As required to assure uniformity of concrete. See Std. Specs., Section 90	1st and last 4th of batch	
	Dimensions					As required for information. See Std. Specs. Section 40		
	PIGMENTED CURING COMPOUND	Compliance (See Std. Specs. & Special Prov.)		1 Quart (Can)		As new shipments arrive on job or each time brand is changed	From spray nozzle or feed line at point of field application.	

- Note:
- (1) Not required if P.C. from same source is being used on other work and test is being made there. No need to duplicate the test just for the sake of record. The actual test results may be used anywhere they are applicable.
  - (2) From material site or stockpile; 60 days prior to use.
  - (3) 150# of 2 1/2" x 1 1/2" - 100# of 1 1/2 x 3/4 - 75# of 3/4" x No. 4-75# of pea gravel -50# of sand. This material for test numbers 202, 206, 207, 211, 213, 214, 217, 227, 229 and 515.
  - (4) See California Test No. 528 or contact the Division of New Technology, Materials and Research.
  - (5) Contact District Materials Engineer for special sampling procedures at least 120 calendar days before intended use.
  - (6) For lightweight concrete, see Standard Specifications and Special Provisions.
  - (7) When prior test results are acceptable and material appears to be of uniform composition, a max. of 2 tests per day will satisfy acceptance test requirements for this material. Adjustments to testing frequencies shall be documented in the project files.
  - (8) No deductions for cement content will be made based on the results of California test 518.

## PORTLAND CEMENT CONCRETE (6) - BRIDGES &amp; MAJOR STRUCTURES (R.C.B., P.C.C. Arch Culverts, Retaining Walls)

				POTENTIAL SOURCE TESTS	ACCEPTANCE    TESTS			
MATERIAL OR PRODUCT		TEST FOR	TEST NO.	SAMPLE SIZE & CONTAINER TYPE	LOCATION OR TIME OF SAMPLING	FREQUENCY OF SAMPLING	LOCATION OR TIME OF SAMPLING	REMARKS
AGGREGATE	COARSE AGGREGATE	LA Rattler (500) Rev.)	211	See Note (3)	See Note (2)	1 for every 500 cu. yds. 1 per day min. See Notes (1)(7). If production is less than 300 cu. yds, 1 per accumulative 300 cu. yds.	One of the following locations listed in order of preference: a. Belt from weigh hopper to central or transit mixer. b. Belt which feeds batch plant bins immediately preceding the weigh hopper. c. Discharge gate of weigh hopper. A single sample 400+ lbs. into loader or dump truck; split to test portion required for grading analysis. d. Discharge gates of bins feeding the weigh hopper at batch plant	Recommend 1 acceptance test per day if 3 consecutive tests over 80
		Cleanness Value	227					
	FINE AGGREGATE	Colometric test	213	See Note (3)	See Note (2)	Only if initial test shows critical or contamination is suspected  1 for every 500 cu. yds. See Notes (1) (7). If production is less than 300 cu. yds., 1 per accumulative 300 cu. yds.	The location and method of sampling are to be determined and agreed upon by the engineer and the contractor. Once selected, the location and method of sampling are not to be changed during the life of a project, or so long as there is no change in plant's configuration or operation.	Recommend 1 acceptance test per day if 3 consecutive tests over 80
		Mortar Strength	515					
		Sand Equivalent	217					
		Durability	229					
	COARSE & FINE AGGREGATE	Specific gravity & absorption	206 & 207	See Note (3)	See Note (2)	When aggregate changed. See Note (7)	As per potential source list	
		Soundness	214					
		Sieve Analysis	202					
		Freeze-Thaw	528	See Note (4)	See Note (5)	1 for every 500 cu. yds. 1 per day min. See Notes (1)(7). If production less than 300 cu. yds, 1 per accumulative 300 cu. yd.	Same Fine Aggregate (above)	
Moisture	223 &/ or 226		None	Same Fine Aggregate (above)	Sample must be in an airtight container			
CEMENT		Compliance w/Std. Specs. & Special Provisions		8 lb.	None with Certificate of Compliance (See REMARKS.)	1 for every 500 cu. yds. 1 per min. See Notes (1)(7). If production is less than 300 cu. yds, 1 per accumulative 300 cu. yd.	Weigh hopper or in the feed line immediately in advance of the hopper	If no Certificate of Compliance, sample at least 14 days prior to use for previously tested brands, 35 days for untested brands.
WATER		Compliance with Sec. 90 of Std. Specs. & Special Provisions	405	1/2 gallon plastic jug with lined sealed lid	At point of use (See REMARKS.)	As required for acceptance (See REMARKS)	At point of use	City water supplies for domestic use need not be tested unless suspected of high chloride or sulfate content. On-the-job wells are to be tested.

**EXHIBIT 16-R**
**Local Assistance Procedures Manual**
**Size Frequency and Location of Sampling and Testing Tables**

AD MIXTURES	Air Entraining Agent	Air entraining properties, chloride identification	ASTM C 260	1-quart can or plastic bottle of liquid, 2 lbs. of powder	Samples must reach testing lab at least 1 wk prior to use.	As required for information	Sample must reach testing lab at least 1 week prior to use	Check with DNTM&R for brands which may be used prior to sampling and testing when properly certified
	Water Reducers Set Retarder	Claimed properties, chloride identification	ASTM C 494	1-quart can of liquid, 2 lbs. of powder	Samples must reach testing lab at least 1 wk prior to use. Untested brands require 5 wks prior to use.	As new supplies arrive on the job or each time brand is changed.	Samples must reach testing lab at least 1 week prior to use. Untested brands require 5 weeks prior to use.	
CONCRETE	Yield		518	Approx. 1 cu. ft. See Note (8)	See California Test 539	As necessary to assure accuracy of mix design; min. 2 per each mix design	At point it is deposited in the work	
	Ball Penetration		533			When test specimen is fabricated & when consistency or uniformity is questionable. Min. 2 per day	At point concrete is deposited in the work and from different portion of the batch to check uniformity	
	Compressive Strength		539 & 540	1 set of 2-6" x 12" cylinders for each test age		1 set for approx. every 300 cu. yds. concrete or as required for acceptance. Min. 1 set per job & class of concrete for each days production.	At point deposited in the work	For trial batches, see Std. Specs. or job Special Provisions and Section 8-03 of this manual.
	Air Content		504			A Min. once every 4 hours of production and when test specimens are fabricated	At point deposited on the grade.	Where air is specified for freeze-thaw resistance, a min. of 1 per each 30 cu. yds.
	Coarse agg. per cu. ft. of concrete		529			As required to assure uniformity of concrete. See Std. Specs., Section 90	1st and last 4th of batch	
	Dimensions					As required for information. See Std. Specs. Sec. 40		
PRESTRESSED TENDON GROUT	Efflux time		541	1-6" x 12" cylinder mold can	From batch immediately after mixing for prequalification; thereafter from outlet end of tendon &/or storage tank.	At the start of each day's work and thereafter 1 test per each 5% of ducts		Repeat acceptance tests whenever source of material is changed
PIGMENTED CURING COMPOUND	Compliance (See Std. Specs. & Special Prov.)			1 Quart (Can)		Periodically to ensure compliance	From storage drums	For chlorinated rubber base type, sample and test if not previously inspected at the source.

- Note:
- (1) Not required if P.C. from same source is being used on other work and test is being made there. No need to duplicate the test just for the sake of record. The actual test results may be used anywhere they are applicable.
  - (2) From material site or stockpile; 60 days prior to use.
  - (3) 150# of 2 1/2 x 1 1/2"-100# of 1 1/2 x 3/4 - 75# of 3/4" x No. 4-75# of pea gravel -50# of sand. This material for test numbers 202, 206, 207, 211, 213, 214, 217, 227, 229 and 515.
  - (4) See California Test 528 or contact the Division of New Technology, Materials and Research.
  - (5) Contact District Materials Engineer for special sampling procedures at least 120 calendar days before intended use.
  - (6) For lightweight concrete, see Standard Specifications and Special Provisions.
  - (7) When prior test results are acceptable and material appears to be of uniform composition, a max. of 2 tests per day will satisfy acceptance test requirements for this material. Adjustments to testing frequencies shall be documented in the project files.
  - (8) No deductions for cement content will be made based on the results of California Test 518.



PORTLAND CEMENT CONCRETE MISCELLANEOUS CONCRETE  
See Notes (6) and (9)

				POTENTIAL SOURCE TESTS	ACCEPTANCE TESTS			
MATERIAL OR PRODUCT		TEST FOR	TEST NO.	SAMPLE SIZE & CONTAINER TYPE	LOCATION OR TIME OF SAMPLING	FREQUENCY OF SAMPLING	LOCATION OR TIME OF SAMPLING	REMARKS
AGGREGATE	COARSE AGGREGATE	LA Rattler (500) Rev.)	211	See Note (3)	See Note (2)	1 for every 500 cu. yds. 1 per day min. See Notes (1)(7). If production is less than 300 cu. yds, 1 per accumulative 300 cu. yds.	One of the following locations listed in order of preference: a. Belt from weigh hopper to central or transit mixer. b. Belt which feeds batch plant bins immediately preceding the weigh hopper. c. Discharge gate of weigh hopper. A single sample 400+ lbs. into loader or dump truck; split to test portion required for grading analysis. d. Discharge gates of bins feeding the weigh hopper at batch plant	Recommend 1 acceptance test per day if 3 consecutive tests over 80
		Cleanness Value	227					
	FINE AGGREGATE	Colometric Test	213	See Note (3)	See Note (2)	Only if initial test shows critical or contamination is suspected  1 for every 500 cu. yds. See Notes (1) (7). If production is less than 300 cu. yds., 1 per accumulative 300 cu. yds.	The location and method of sampling are to be determined and agreed upon by the engineer and the contractor. Once selected, the location and method of sampling are not to be changed during the life of a project, or so long as there is no change in plant's configuration or operation.	Recommend 1 acceptance test per day if 3 consecutive tests over 80
		Mortar Strength	515					
		Sand Equivalent	217					
		Durability	229					
	COARSE & FINE AGGREGATE	Specific gravity & absorption	206 & 207	See Note (3)	See Note (2)	When aggregate changed.	Same as Fine Aggregate (above)	
		Soundness	214					
		Sieve Analysis	202	See Note (4)	See Note (5)	None		
		Freeze-Thaw	528					
Moisture	223 &/or 226							
CEMENT (6)		Compliance w/Std. Specs. & Special Provisions		8 lb.	None with Certificate of Compliance (See REMARKS.)	1 for each 500 cu. yds. used. 1 per day min.: 2 per day max. See Note (1). See Section 8-02 of this Construction Manual	From weigh hopper, screw leading to weigh hopper	If no Certificate of Compliance, sample at least 14 days prior to use for previously tested brands, 35 days for untested brands.
WATER		Compliance with Sec. 90 of Std. Specs. & Special Provisions	405	1/2 gallon plastic jug with lined sealed lid	At point of use (See REMARKS.)	As required for acceptance (See REMARKS.)	At point of use	City water supplies for domestic use usually need not be tested unless suspected of high chloride or sulfate content. On-the-job wells are to be tested.

**EXHIBIT 16-R**
**Local Assistance Procedures Manual**
**Size Frequency and Location of Sampling and Testing Tables**

<b>AD MIXTURES</b>	Air Entraining Agent	Air entraining properties, chloride identification	ASTM C 260	1-quart can or plastic bottle of liquid, 2 lbs. of powder	Samples must reach testing lab at least 1 week prior to use.	As required for information	Samples must reach testing lab at least 1 week prior to use.	Check with DNTM&R for brands which may be used prior to sampling and testing when properly certified.
	Water Reducers Set Retarder	Claimed properties, chloride identification	ASTM C 494	1-quart can of liquid, 2 lbs. of powder	Samples must reach Testing lab at least 1 week prior to use. Untested brands require 5 weeks prior to use.	When new lots are to be used.	Samples must reach testing lab at least 1 week prior to use. Untested brands require 5 weeks prior to use.	
COMBINED MIX (6)	Yield Cement Factor		518	See test method See Note (8)		As necessary to assure accuracy of mix design	At point concrete is deposited in the work from different portions of the batch to check uniformity	If yield test used for payment, 1 per each 1,500 cu. yds.; min. of 2 per mix design per job.
	Ball Penetration		533			When test specimen is fabricated & when consistency or uniformity is questionable. Min. 2 per day		
	Compressive Strength		539 & 540	1 set of 2-6" x 12 cylinders		One set for each day when volume exceeds 25 cu. yd. (1) None if total days run less than 25 cu. yds.	At point deposited in work	
	Entrained Air		504	Approx. 1/2 cubic foot		As required for information	At point concrete is deposited in work	

- Note:
- (1) Not required if P.C. C. from same source is being used on other work and test is being made there. No need to duplicate the test just for the sake of record. The actual test results may be used anywhere they are applicable.
  - (2) From material site or stockpile; 60 days prior to use.
  - (3) 150# of 2 1/2" x 1 1/2 - 100# of 1 1/2 x 3/4 - 75# of 3/4" x No. 4-75# of pea gravel -50# of sand. This material for test numbers 202, 206, 207, 211, 213, 214, 217, 227, 229 and 515.
  - (4) See California Test 528 or contact the Division of New Technology, Materials and Research.
  - (5) Contact District Materials Engineer for special sampling procedures at least 120 calendar days before intended use.
  - (6) For minor concrete, sample and test only at Resident Engineer's discretion.
  - (7) When prior test results are acceptable and material appears to be of uniform composition, a max. of 2 tests per day will satisfy acceptance test requirements for this material. Adjustments to testing frequencies shall be documented in the project files.
  - (8) No deductions for cement content will be made based on the results of California test 518.
  - (9) For lightweight concrete, see Standard Specifications and Special Provisions.

## ASPHALT CONCRETE (3)

MATERIAL OR PRODUCT	TEST FOR	TEST NO.	SAMPLE SIZE & CONTAINER TYPE	POTENTIAL SOURCE TESTS	ACCEPTANCE TESTS		REMARKS
				LOCATION OR TIME OF SAMPLING	FREQUENCY OF SAMPLING	LOCATION OR TIME OF SAMPLING	
AGGREGATE PRIOR TO MIXING	LA Rattler (500) Rev.)	211	Type A & B UNPROCESSED 250#  PROCESSED 50# of each bin size  Open graded 50#	Materials site, stockpile, or plant (7)	As necessary for information and/or acceptance (8)	Plant bin prior to mixing (2) (7)	
	Specific gravity (coarse and fine aggregate)	206 & 208					
	CKE	303					
	Stabilometer	366					Not made on open graded. Performed on laboratory mixture.
	Swell	305					Performed on laboratory mixture
	Moist Vapor Susceptibility	307					Performed on laboratory mixture
	% Crushed Particles	205					
	Sieve Analysis	202					
	Sand Equivalent	217					
	Film Stripping	302					Made on open graded asphaltic concrete only
PAVING ASPHALT LIQUID ASPHALT ASPHALTIC EMULSION	In accordance with applicable Section of Std. Specs		Asphalt 1 quart can	Test only if no Certificate of Compliance. Asphalt line (6)	Once daily (6)	Asphalt line or distributor	
			Emulsion 1/2 gallon plastic jug	Test only if no certification of compliance. Emulsion Storage Tank	Each shipment	Emulsion Storage Tank or Distributor	

**EXHIBIT 16-R****Size Frequency and Location of Sampling and Testing Tables****Local Assistance Procedures Manual**

COMPLETE MIXTURE	Swell	305	DGAC 15# carton		As necessary for information and/or acceptance		When less than a total of 500 tons is to be placed, sample and test only at Resident Engineers discretion.  Total sample: DGAC: Four Cartons (about 60#) OGAC: Four 1 Qt. cans (about 14#)
	Moist, vapor susceptibility	307	OGAC 1 qt. can				
	Stabilometer	304					
	Sieve Analysis	202					
	Asphalt Content	310, 362 & 379			1 for each 500 ton; 2 per day minimum		
	Moisture	310 & 370				Completed pavement	
	In-Place Density	375	As specified or lot size		1 sample representing each 4 hours of production	As per California Test 375	
	Maximum Density	375	Two 15# cartons		As per California Test 375		

- Note:
- (1) On smaller projects being supplied from sources currently in use on larger projects, a copy of the acceptance test information on asphalt concrete aggregate is all that is required.
  - (2) For continuous mixing, sample from the combined feed in advance of mixing, for mixing, sample from hot bins.
  - (3) When special provisions state that production shall be "from commercial quality asphalt and aggregate" sample and test only at Resident Engineers discretion.
  - (4) Not required if P.C.C. from same source is being used on other work and test is being made there. No need to duplicate tests; results may be used anywhere they are applicable.
  - (5) When prior test results are acceptable and material appears to be of uniform composition, a max. of 2 tests per day will satisfy acceptance test requirements for this material. Adjustments to testing frequencies shall be documented in the project files.
  - (6) When continuous mixing plants used, sample and test for specific gravity at least monthly.
  - (7) When sampling for AC mix design (California Test 367), aggregate samples must be taken as described in Note 2.
  - (8) Refer to Standard Specifications, 39-3.03 "Proportioning" for frequency of AC mix design (California test 367) sampling.
  - (9) When prior test results are acceptable and material appears to be of uniform composition, a max. of 2 tests per day will satisfy acceptance test requirements for this item. Adjustments to testing frequencies shall be documented in the project files.

## LEAN CONCRETE BASE

				POTENTIAL SOURCE TESTS	ACCEPTANCE TESTS			
MATERIAL OR PRODUCT		TEST FOR	TEST NO.	SAMPLE SIZE & CONTAINER TYPE	LOCATION OR TIME OF SAMPLING	FREQUENCY OF SAMPLING	LOCATION OR TIME OF SAMPLING	REMARKS
AGGREGATE		Sand equivalent	217	100 lbs. for aggregate qualification	Material site or stockpile	1 sample for each 3,000 tons or 2,000 cu. yds. (1)	One of the following locations listed in order of preference:  a. Belt from weigh hopper to central or transit mixer. b. Belt which feeds batch plant bins immediately preceding the weigh hopper. c. Discharge gate of weigh hopper. A single sample 400+ lbs. into loader or dump truck; split to test portion required for grading analysis. d. Discharge gates of bins feeding the weigh hopper at batch plant  The location and method of sampling are to be determined and agreed upon by the engineer and the contractor. Once selected, the location and method of sampling are not to be changed during the life of a project, or so long as there is no change in plant's configuration or operation.	
		Sieve analysis	202 & 105					
		Compressive strength of laboratory mixtures	548	As required for method of test for acceptance tests.				
CEMENT		Compliance with Section 90 of Std. Spec.		8 lbs.	None with Certificate of Compliance (see REMARKS)	Each 120 tons of cement, 2 per day max.	Weigh hopper or screw leading to weigh hopper or from distributor if road-mixed.	If no Certificate of Compliance, sample at least 14 days prior to use for previously tested brands; 35 days for untested brands.
WATER		Compliance with Section 90 of Std. Spec.	405	Clean 1/2 gallon plastic jug with lined sealed lid.	At point of use(see REMARKS)		At point of use.	City water supplies for domestic use need not be tested unless suspected chlorine or sulfate content. On-the- job wells are to be tested
ADMIXTURES	Air Entraining Agents							Contact DNTM&R for information
	Retarders	Compliance with specifications	530 or 415	1 quart can or plastic bottle of liquid, 2 lbs. of powder		Each new lot of material brought to the job	Samples must reach testing lab at least 1 week prior to use. Untested brands require 5 weeks prior to use.	Contact DNTM&R for brands which may be used prior to sampling and testing when properly certified

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COMPLETED MIXTURE	Penetration	533			At least once for every 4 hours of production	At point concrete is deposited in the work	
	Entrained Air	504	Approx. 1/2 cu. ft.	Request laboratory to perform this test during aggregate qualification.	At least once for each day's production		
	Dimensions				As required		
CURING COMPOUND	Compliance with specifications		1 quart can		Each new lot of material brought to the job	From spray nozzle or feed line at point of field application	

NOTE; (1) If material is uniform and well within specification limits, the frequency is decreased to 1 a day unless source is changed. Adjustments to testing frequencies shall be documented in the project files.

## CEMENT TREATED BASE ROAD MIX OR PLANT MIX

MATERIAL OR PRODUCT	TEST FOR	TEST NO.	SAMPLE SIZE & CONTAINER TYPE	POTENTIAL SOURCE TESTS	ACCEPTANCE TESTS		REMARKS
				LOCATION OR TIME OF SAMPLING	FREQUENCY OF SAMPLING	LOCATION OR TIME OF SAMPLING	
AGGREGATE	R-value (with & without cement)	301	100 lbs. for aggregate qualification	Material site or stockpile			Class B only
	Compressive Strength	312					Class A
	Sieve Analysis	202	As required for method of test for acceptance tests.		1 sample for each 3,000 tons or 2,000 cu. yds. (1)	As specified.	Minimum 1 acceptance test per project on smaller projects.
	Sand Equivalent	217			1 sample for each 3,000 tons or 2,000 cu. yds. (1)	As specified.	
COMPLETED MIX	Compressive Strength	312	See California Test 312 Part II		See Section 6-27 of this manual.	See California Test 312 Part II	
	Cement Titration	338	See California Test 338 Part I		As necessary for acceptance ( See REMARKS)	See California Test 338 Part I	Use minimum of 1 person full time during full-time operation.
	Relative Compaction	312 216 231			1 sample for each 3,000 tons or 2,000 cu. yds. (1).	See California Test 375.	
	Dimensions				As necessary for information.	In place after compaction.	
CEMENT	Compliance with Section 90 of Std. Spec.		8 lbs.	None with Certificate of Compliance (see REMARKS)	Each 120 tons of cement, 2 per day max.	Weigh hopper or screw leading to weigh hopper or from distributor if road-mixed.	If no Certificate of Compliance, sample at least 14 days prior to use for previously tested brands; 35 days for untested brands.
WATER	Compliance with Section 90 of Std. Spec.		1/2 gallon plastic jug with lined sealed lid.	At point of use(see REMARKS)	As necessary for acceptance (see REMARKS).	At point of use.	No sample necessary if from obviously suitable source such as municipal water supply. On-the-job wells should be tested.
Liquid Asphalt	In accordance with Special. Prov. & Std. Specs.		1 quart can	None with Certificate of Compliance. If no Certificate of Compliance, then from storage tank of distributor truck.	Each shipment.	Distributor truck.	

NOTE; (1) If material is uniform and well within specification limits, the frequency is decreased to 1 a day unless source is changed. Adjustments to testing frequencies shall be documented in the project files.

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**Local Assistance Procedures Manual**
**ASPHALT TREATED PERMEABLE BASE (ATPB)**

				POTENTIAL SOURCE TESTS	ACCEPTANCE TESTS		
MATERIAL OR PRODUCT	TEST FOR	TEST NO.	SAMPLE SIZE & CONTAINER TYPE	LOCATION OR TIME OF SAMPLING	FREQUENCY OF SAMPLING	LOCATION OR TIME OF SAMPLING	REMARKS
AGGREGATE	Grading	202	50#	Materials, site, stockpile or plant bins.	2 times daily	Plant bins prior to mixing. See Note (1).	Recommend 1 acceptance test per day if 3 consecutive tests over 62.
	% crushed particles	205			As necessary for information and /or acceptance.		
	LA Rattler (500 rev.)	211					
	Cleanness Value	227					
	Film Stripping	302			1 for every 5 days paving, for 1st 10 days.		
ASPHALT	In accordance with Std. Specs.		quart can	Test only if no cert. of compliance	One daily.		
COMPLETED MIX	Asphalt content	310 & 362	Two 1-quart cans		1 for every 4 hours of production		

**CEMENT TREATED PERMEABLE BASE (CTPB)**

AGGREGATE	Grading	202	See note (2)	See note (3)	Once for each 4 hours of production. See note (4).	One of the following locations listed in order of preference:  a. Belt from weigh hopper to central or transit mixer. b. Belt which feeds batch plant bins immediately preceding the weigh hopper. c. Discharge gate of weigh hopper. A single sample 400+ lbs. into loader or dump truck; split to test portion required for grading analysis. d. Discharge gates of bins feeding the weigh hopper at batch plant.  The location and method of sampling are to be determined and agreed upon by the engineer and the contractor. Once selected, the location and method of sampling are not to be changed during the life of a project, or so long as there is no change in plant's configuration or operation..	Recommend 1 acceptance test per day if 3 consecutive tests over 80
	LA Rattler (500 rev.)	211			One for each 4 hours of production. See Note (4).		
	Cleanness Value	227					
CEMENT	Compliance w/ Std. Specs & Spec. Prov.		8 lbs.	None with Cert. of Compliance	Once for each 120 tons, 2 per day mix.		
WATER	Compliance with/ Sec 90 of Std. Specs and Special Provisions		1/2 gallon plastic jug with lined sealed lid.				City water supplies for domestic use; need not be tested unless suspected chlorine or sulfate content. On-the-job wells are to be tested.

- NOTE:
- (1) For continuous mixing plants, sample from combined feed in advance of mixing.
  - (2) 75 # of 1' x No. 3/4" x No. 4. This material for test numbers 202, 211, and 227.
  - (3) From material site or stockpile; 60 days prior to use.
  - (4) Not required if P. C. C. from same source is being used on other work and test is being made there. No need to duplicate the test just for the sake of record. The actual test results may be used anywhere they are applicable.



				MISCELLANEOUS MATERIALS			
MATERIAL OR PRODUCT	TEST FOR	TEST NO.	SAMPLE SIZE & CONTAINER TYPE	POTENTIAL SOURCE TESTS	ACCEPTANCE TESTS		REMARKS
				LOCATION OR TIME OF SAMPLING	FREQUENCY OF SAMPLING	LOCATION OR TIME OF SAMPLING	
AGGREGATE BASE	% crushed Particles	205	100 # for initial samples. 50 # for control samples.	Materials site or stockpile.	As necessary for acceptance.	As specified	Minimum 1 acceptance test per project.
	Sieve Analysis	202			Every 3,000 tons or 2,000 cu. yds. (1).		Minimum 1 acceptance test per project on smaller projects.
	Durability Index	229			If initial source changes or new source developed.		
	R-Value	301			Every 3,000 tones of 2,000 cu. yds. (1)(2).		
	Sand Equivalent	217			Every 3,000 tones of 2,000 cu. yds. (1)		Minimum 1 acceptance test per project on smaller projects.
	Moisture	226			2 times daily if paid for by weight.	At time of weighing.	
	Relative Compaction	216 or 231	30#		As necessary for acceptance.	In place after compaction.	
	Dimensions				As necessary for information	Upon completion of layer.	
AGGREGATE SUBBASE	Sieve analysis	202	50 #	Material site or stockpile.	1 for every 3,000 tons or 2,000 cu. yds. (1).	As specified.	Minimum 1 acceptance test per project on smaller project. None if less than 300 tons.
	R-value	301			1 for every 3,000 tons or 2,000 cu. yds. (1) (2).		
	Sand equivalent	217			1 for every 3,000 tons or 2,000 cu. yds. (1).		
	Relative compaction	216 or 231	30#		As necessary for acceptance.	In place after compaction.	
	Dimensions				As necessary for information.	Upon completion of layer.	

- NOTE:
- (1) If material is uniform and well within specification limits, the frequency may be decreased to one a day unless source is changed. Adjustments to testing frequencies shall be documented in the project files.
  - (2) R-value testing may be waived when test records demonstrate that material from the same source, and having comparable grading and sand equivalent values, meets the minimum R-value requirements.

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**Size Frequency and Location of Sampling and Testing Tables**

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**MISCELLANEOUS MATERIALS**

				POTENTIAL SOURCE TESTS	ACCEPTANCE TESTS			
MATERIAL OR PRODUCT		TEST FOR	TEST NO.	SAMPLE SIZE & CONTAINER TYPE	LOCATION OR TIME OF SAMPLING	FREQUENCY OF SAMPLING	LOCATION OR TIME OF SAMPLING	REMARKS
IMPORTED BORROW		Relative Compaction	216 or 231			As required for acceptance.	Immediately after material is placed and compacted	
BASEMENT SOIL		R-Value	301	50 #	Test material below grading plane, both in cut and in fill.	As necessary for acceptance.	Prior to placement of cover material.	
		Relative Compaction	216 or 231	30 #			Immediately prior to placement of cover material.	
		Grade Tolerance					Grading plane.	
EMBANKMENT		Relative compaction	216 or 231	30 #			In place after compaction.	
LIME TREATMENT (1)	Soil or Aggregate to be Treated	Unconfined compressive strength	301	100 #	Native soils. Test each type of material to be treated.	If initial source changes.	Prior to beginning of lime treatment.	To determine appropriate lime content.
	COMPLETED MIX	Lime Content	338	20 #		As necessary for acceptance.	See California Test 338, Part I	
		Relative Compaction	216 & 231				In place after compaction.	
		Dimensions					In place after compaction.	
	LIME	Compliance with Special Provisions		1/2 gallon can with friction lid	None with Certificate of Compliance.	Each load delivered.	From distributor.	
EMULSION (CURING SEAL)	In accordance with Special Provisions and Standard Specifications		1/2 gallon plastic jug.	None with Certificate of Compliance. If no Certificate of Compliance, then from storage tank or distributor truck.	Each shipment.	Distributor truck.		

NOTE: (1) Not to be used for the lime treatment of AC aggregates.

				MISCELLANEOUS MATERIALS				
				POTENTIAL SOURCE TESTS	ACCEPTANCE TESTS			
MATERIAL OR PRODUCT		TEST FOR	TEST NO.	SAMPLE SIZE & CONTAINER TYPE	LOCATION OR TIME OF SAMPLING	FREQUENCY OF SAMPLING	LOCATION OR TIME OF SAMPLING	REMARKS
PENETRATION TREATMENT	LIQUID ASPHALT	In accordance with applicable section of Std. Specs.		1 quart can	None with Certificate of Compliance.	Each shipment.	Plant storage tank or distributor.	
	SAND	Sieve Analysis	202			As necessary for acceptance.	As delivered to project.	
BITUMINOUS SEALS	PAVING ASPHALT LIQUID ASPHALT ASPHALTIC EMULSION	In accordance with applicable section of Std. Specs		Asphalts 1 quart can , Emulsion 1/2 gallon plastic jug	None with Certificate of Compliance.	Each shipment.	Storage tank or distributor	
		Binder distribution	339					
		LA Rattler	211					
	SCREENINGS	% crushed particles	205	50 #		As necessary for acceptance..	As delivered to spread, equipment.	
		Sieve Analysis	202			Twice daily.		
		Film Stripping	302			As necessary for acceptance.		
		Cleanness Value	227			Once daily		
	SLURRY SEAL AGGREGATE	Sand Equivalent	217	25#	Stockpile	As necessary for acceptance	Prior to mixing	
		Sieve Analysis	202					
		Film Stripping	302					
SOLID OR SEMI- SOLID AIR REFINED ASPHALT		In accordance with Std. Specs		3 #	Barrels or sacks.	Each 29 barrels or sacks.	Barrels or sacks.	

**EXHIBIT 16-R**  
**Size Frequency and Location of Sampling and Testing Tables**

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				MISCELLANEOUS MATERIALS			
MATERIAL OR PRODUCT	TEST FOR	TEST NO.	SAMPLE SIZE & CONTAINER TYPE	POTENTIAL SOURCE TESTS	ACCEPTANCE TESTS		REMARKS
				LOCATION OR TIME OF SAMPLING	FREQUENCY OF SAMPLING	LOCATION OR TIME OF SAMPLING	
PERMEABLE MATERIAL	Sieve Analysis	202	150 #	Stockpile	1 daily, or as required for acceptance.	In place, at time of placing.	Minimum 1 acceptance test per project.
	Durability Index	229			If initial source changes or new source developed.	Material site or stockpile	
	Sand Equivalent	217			1 daily, or as required for acceptance.	In place, at time of placing.	Minimum 1 acceptance test per project.
STRUCTURE BACKFILL	Sieve Analysis	202	50 #	Materials site.	As required for acceptance.	At time of use	
	Sand Equivalent	217					
	Relative Compaction	216 & 231				In place after compaction.	
SLOPE PROTECTION	Size			Quarry	As required for acceptance (See REMARKS)	Upon delivery to job site or at time of placing.	Adequate size of slope protection documented by measuring or weighing the material.
	Apparent Specific Gravity	206					
	Absorption	206					
	Durability Index	229	75 #				
ASBESTOS SHEET PACKING			12" X 12"		1 each lot.	At delivery	Sample and test if not previously inspected at the source.
ASPHALT PLANK			Contact DNTM&R for instructions.		Contact DNTM&R for instructions.		
BARBED WIRE			3' length		Each 50 rolls or fraction	At time of use.	Sample and test if not previously inspected at the source. If less than 500 LF. of fence, see Note (1).
BOLTS AND HARDWARE			2 samples each diameters		Each lot.		Sample and test if not previously inspected at the source.

NOTE: (1) Resident Engineer may accept on the basis of visual examination provided the source has recently furnished similar material found to be satisfactory under the normal sampling and testing procedures of the Department. Place Resident Engineer's written approval in the project file.

				MISCELLANEOUS MATERIALS			
MATERIAL OR PRODUCT	TEST FOR	TEST NO.	SAMPLE SIZE & CONTAINER TYPE	POTENTIAL SOURCE TESTS	ACCEPTANCE TESTS		REMARKS
				LOCATION OR TIME OF SAMPLING	FREQUENCY OF SAMPLING	LOCATION OR TIME OF SAMPLING	
BRICK	Compliance with Specifications		10 full size		Contact DNTM&R for instructions.	At time of use	
CHAIN LINK FENCING			24" width		Each 50 rolls or fraction.		Sample and test if not previously inspected at the source. If less than 500 LF of fence, see note (1).
CONCRETE AND CLAY PIPE			Contact DNTM&R for instructions.		Contact DNTM&R for instructions.		Sample and test if not previously inspected at the source. If less than 100 LF. of fence, see Note (1).
JOINT FILLER EXPANSION			6" long full width of sheet		Each 1,000 sq. ft. not less than 2 per shipment.		Sample and test if not previously inspected at the source. If less than 100 sq. ft. see Note (1).
ELECTRICAL CONDUCTOR	Compliance with Specifications		2 each 3" long, include markings		Each type each lot.		Sample and test if not previously inspected at the source. Certificate of Compliance required for 5,000 volt cable.
GALVANIZED PIPE			1' length from each end of length tested of each size		Each 500 lengths or fraction		Sample and test if not previously inspected at the source.
GEO-SYNTHETICS Filler, Reinf. & Paving Fabric S/R Fence, Etc.			1 piece, 3' x full width of roll		Each lot.	Distribution Warehouse.	Certificate of Compliance required for each lot. Unroll at least 1 circumference before sampling.
JOINT SEAL, Type B			Contact DNTM&R			At time of use.	Sample and test if not previously inspected at the source.
JOINT SEALING COMPOUND 2-COMPONENT POLYSULFIDE POLYMER TYPE	Specification requirements		1 gallon of each component		1 sample from each component of each batch	From cans at job site.	
MOPPING ASPHALT	Compliance with Specification		1 quart		Each lot.	At time of use.	Sample and test if not previously inspected at the source.
PAINT	Compliance with Specification		For Br. or major Str. send an unopened 5 Gal. can. For misc. painting, 1 qt. (See Sec. 8-02)		Each batch		Unused portion of 5 gallon sample will be returned to job. See Section 8-02. If less than 20 gallons, see note (1).
PAVEMENT MARKERS	Compliance with Specification		20 Markers		1 Sample (20 markers) from each lot of 10,000		Sample and test if not previously inspected at the source
PLASTIC CONDUIT	Compliance with Specification		2" long from center of length		2 samples each size		Sample and test if not previously inspected at the source
RAISED BARS (PRECAST)	Compliance with Specification		1 unit or full size bar		Each lot		Sample and test if not previously inspected at the source
REINFORCING STEEL	Compliance with Specification		2 samples 30" except 36" for #14 & #18		As necessary for acceptance	Before use	Sample and test at job site

NOTE: (1) Resident Engineer may accept on the basis of visual examination provided the source has recently furnished similar material found to be satisfactory under the normal sampling and testing procedures of the Department. Place Resident Engineer's written approval in the project file.

**EXHIBIT 16-R**  
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				MISCELLANEOUS MATERIALS			
MATERIAL OR PRODUCT	TEST FOR	TEST NO.	SAMPLE SIZE & CONTAINER TYPE	POTENTIAL SOURCE TESTS	ACCEPTANCE TESTS		REMARKS
				LOCATION OR TIME OF SAMPLING	FREQUENCY OF SAMPLING	LOCATION OR TIME OF SAMPLING	
STEEL PRODUCTS			Contact DNTM&R for instructions.		Contact DNTM&R for instructions.	At time of use	Sample and test if not previously inspected at the source.
STRUCTURAL STEEL & MISC. IRON & STEEL			2 samples, 2" x 30" cut parallel to direction of rolling		Each heat or melt or 10 tons or fraction.		Sample and test if not previously inspected at the source
WATER-PROOFING MATERIALS		ASTM D173	1 sq. yd. of asphalt saturated cotton fabric		1 sample from each lot.	Manufacturer's stock or contractor yard.	Mesher of fabric shall be substantially open
		ASTM D449	5 pounds of asphalt				Contractor's stock must be kept covered.
		ASTM D41	1 quart of asphalt primer.				
WIRE MESH REINFORCING			3' x 3'		Each 10 tons or fraction.	At time of use.	Sample and test at if not previously inspected at the source. If less than 2 rolls, see note (1).
WIRE ROPE OR CABLE			Per Special Provisions or as instructed.		Per Special Provisions or as instructed. At time of use.		Sample and test if not previously inspected at the source.

NOTE: (1) Resident Engineer may accept on the basis of visual examination provided the source has recently furnished similar material found to be satisfactory under the normal sampling and testing procedures of the Department. Place Resident Engineer's written approval in the project file.

**CTM - ASTM Testing Procedures - for local agency use only**

Use this CTM - ASTM conversion chart to assist you in determining acceptance test requirements and frequencies, as detailed in Caltrans *Construction Manual* Chapter VIII (revised 1994). Refer to the Agency, special provisions, contract plans, and applicable standard specifications, for correct sampling and test methods (ASTM-CTM).

CTM	ASTM	Book of Standard	TEST PROCEDURE	NOTE S
105			Calculations Pertaining to Gradings and Specific Gravities	2
125	D75 D979	4.02 4.03	Sampling Highway Materials (when approved) Standard Practice for Sampling Aggregates Practice for Sampling Bituminous Paving Mixtures	3 3
201	C702	4.02	Soil & Aggregate Sample Preparation Reducing Field Samples of Aggregate to Testing Size	13
202	C136 C117	4.02 4.03	Sieve Analysis of Fine and Coarse Aggregate Sieve Analysis of Fine and Coarse Aggregate Material Finer Than 75-um (#200) Sieve in Mineral Aggregates by Washing	
205			Percentage of Crushed Particles	1
206	C127	4.02	Specific Gravity and Absorption of Coarse Aggregate Specific Gravity and Absorption of Coarse Aggregate	
207	C128	4.02	Specific Gravity and Absorption, Fine Aggregate Specific Gravity and Absorption, Fine Aggregate	
208			Apparent Specific Gravity of Fine Aggregate	1
211	C131	4.02	Abrasion of Coarse Aggregate by Use of the Los Angeles Rattler Machine Resistance to Degradation , Small-Size Coarse Agg. by Abrasion & Impact, L.A. Machine	
213	C40	4.02	Organic Impurities in Concrete Sand Organic Impurities in Fine Aggregate for Concrete	
214	C88	4.02	Soundness of Aggregates by Use of Sodium Sulfate Soundness of Aggregates by Use of Sodium Sulfate or Magnesium Sulfate	1
216	D1556 D1557	4.08 4.08	Relative Compaction of Untreated and Treated, Soils & Aggregates Density of Soil In-place by the Sand Cone Method Moisture-Density Relations of Soils & Soil-Agg. Mixtures, 10-lb. Rammer, 18-in Drop	11
217			Sand Equivalent (only authorized method per Caltrans 07, District Materials Engineer)	1,9
223			Surface Moisture in Concrete Aggregate	1
226	C566	4.02	Moisture Content in Soils by Oven Drying Total Moisture Content of Aggregate by Drying	
227			Evaluating Cleanness of Coarse Aggregate	1
229	D3744	4.03	Durability Index Aggregate Durability Index	1
231	D2922	4.08	Relative Compaction of Soils by the Area Concept Utilizing Nuclear Gages Density of Soil & Soil-Aggregate In-place by the Nuclear Method	4 4

## CTM - ASTM Testing Procedures - for local agency use only

Use this CTM - ASTM conversion chart to assist you in determining acceptance test requirements and frequencies, as detailed in Caltrans *Construction Manual* Chapter VIII (revised 1994). Refer to the Agency, special provisions, contract plans, and applicable standard specifications, for correct sampling and test methods (ASTM-CTM).

CTM	ASTM	Book of Standards	TEST PROCEDURE	NOTES
301	D2844	4.08	R-Value of Treated & Untreated, Bases, Subbases & Basement Soils R-Value and Expansion Pressure of Compacted Soils	1
302	D1664	4.03	Film Stripping Coating and Stripping of Bitumen-Aggregate Mixtures	
303			Centrifuge Kerosene Equivalent	1
304	D1561	4.03	Preparation of Bituminous Mixtures for Testing Prep. of Bituminous Mixture Test Specimens by Means of Calif. Kneading Compactor	1
305			Swell of Bituminous Mixtures	1
307			Moisture Vapor Susceptibility of Bituminous Mixtures	1
308	D1188	4.03	Bulk Specific Gravity and Weight Per Cubic Foot of Bituminous Mixtures Bulk Sp.G. and Density of Compacted Bituminous Mixtures, Paraffin-Coated Specimens	
310	D2172	4.03	Asphalt and Moisture Contents of Bituminous Mixtures by Hot Solvent Extraction Extraction of Bitumen from Bituminous Paving Mixtures (Method A, B, or C)	5 6,10
312			Design and Testing of Class "A" and "B" Cement Treated Base	1
338			Cement or Lime Content in Treated Aggregate by the Titration Method	1
339	D2995	4.03	Determination of Distributor Spread Rate Determining Application Rate of Bituminous Distributors	
362	D2172	4.03	Asphalt Content of Bituminous Mixtures by Vacuum Extraction Quantitative Extraction of Bitumen from Bituminous Paving Mixtures (Method "E")	5 6
366			Stabilometer Value	1
367			Recommending Optimum Bitumen Content (OBC.)	1
370	D4643	4.08	Determining Moisture Content of Asphalt Mixtures or Mineral Agg., Microwave Ovens Determination of Water (Moisture) Content of Soil by the Microwave Oven Method	
375	D2950	4.03	In-place Density & Relative Compaction of AC Pavement (nuclear) Density of Bituminous Concrete In-place by the Nuclear Method	5,7,12 6,7
379	D4125	4.03	Asphalt Content of Bituminous Mixtures by use of the Troxler Nuclear Gage Asphalt Content of Bituminous Mixtures by the Nuclear Method	5,8 6,8
405			Chemical Analysis of Water	1
415			Chloride Content in Organic Additives for Portland Cement Concrete	1



**CTM - ASTM Testing Procedures - for local agency use only**

Use this CTM - ASTM conversion chart to assist you in determining acceptance test requirements and frequencies, as detailed in Caltrans *Construction Manual* Chapter VIII (revised 1994). Refer to the Agency, special provisions, contract plans, and applicable standard specifications, for correct sampling and test methods (ASTM-CTM).

CT M	ASTM	Book of Standards	TEST PROCEDURE	NOTES
504	C231	4.02	Air Content of Freshly Mixed Concrete by the Pressure Method Air Content of Freshly Mixed Concrete by the Pressure Method	
515			Relative Mortar Strength of Portland Cement Concrete Sand	<i>1</i>
518	C138	4.02	Unit Weight of Fresh Concrete Unit Weight, Yield, and Air Content (Gravimetric) of Concrete	
521	C39	4.02	Compressive Strength of Molded Concrete Cylinders Compressive Strength of Cylindrical Concrete Specimens	
523	C293 C78	4.02 4.02	Flexural Strength of Concrete (using simple beam with center-point loading) Flexural Strength of Concrete (using simple beam with center-point loading) Flexural Strength of Concrete (using simple beam with third-point loading)	<i>1</i>
528			Freeze Thaw Resistance of Aggregates in Air-Entrained Concrete	<i>1</i>
529			Proportions of Coarse Aggregate in Fresh Concrete	<i>1</i>
530			Determining the Effect of H <sub>2</sub> O-Reducing and Set-Retard. Admix. Drying Shrinkage PCC	<i>1</i>
533	C360 C143	4.03 4.02	Ball Penetration in Fresh Portland Cement Concrete Ball Penetration in Fresh Portland Cement Concrete Slump of Freshly Mixed PCC	
539	C172	4.02	Sampling Fresh Concrete Sampling Freshly Mixed Concrete	
540	C31	4.02	Making, Handling, & Storing Concrete Compressive. Test Specimens in the Field Making & Curing Concrete Test Specimens in the Field	
541			Flow of Grout Mixtures (flow cone method)	<i>1</i>
543	C173	4.02	Air Content of Freshly Mixed Concrete by the Volumetric Method Air Content of Freshly Mixed Concrete by the Volumetric Method	
548			Evaluation of Aggregate for Lean Concrete Base (LCB.)	<i>1</i>

## *Notes*

1. *Use the CALTRANS Method.*
2. *Use the methods of calculation within the applicable test method first. Refer to CTM 105 as necessary.*
3. *Use the Caltrans Construction Manual procedures as necessary when ASTM D75 or D979 do not adequately cover the item to be sampled.*
4. *Use the direct transmission method only, the air gap method shall not be used. All nuclear gages must have local Caltrans District calibration within the last year. The data sheets provided by the local Caltrans District shall be used when determining the in-place density.*
5. *Sample from the job site, across the mat, immediately behind the paving machine (Caltrans Construction Manual).*
6. *Sample per ASTM D 979 paragraph 4.2.3., sample from the job site, across the mat, immediately behind the paving machine.*
7. *All nuclear gages used for this test must be calibrated on the six (6) DNTM&R AC Standard Blocks. The Data sheets provided by the local Caltrans District shall be used when determining the in-place density.*
8. *Recommended Percent (%) AC method for Rubberized Bituminous Paving mixtures.*
9. *The hand method of shaking is not authorized and shall not be used. An electro-mechanical or hand-operated mechanical. Sand Equivalent shaker must be utilized for this test.*
10. *This Method covers hot solvent, centrifuge, and vacuum extraction.*
11. *Compaction Apparatus shall be calibrated in accordance with ASTM D 2168, Method B (ASTM Book 4.08).*
12. *Test Maximum Density (TMD) shall be performed by Caltrans Test Method 375, Section F. Test Max. Density.*
13. *Splitters must be of the fixed riffle type (no adjustable splitters).*

**MATERIALS TYPICALLY ACCEPTED BY CERTIFICATE OF COMPLIANCE  
PER CALTRANS STANDARD SPECIFICATIONS - 1995 Edition**

<b>Section Material</b>	<b>Page</b>	
20-2.03	Soil amendment	20-2
20-2.07	Fiber	20-2
20-2.08	Mulch	20-3
20-2.11	Stabilizing emulsion	20-4
20-2.15B(1)	Plastic pipe supply line (Limited circumstance)	20-6
20-2.15B(2)	Plastic pipe irrigation line	20-7
24-1.02	Lime	24-1
51-1.12F(3)	Preformed elastomeric joint seal	51-19
51-1.12H(1)	Plain and fabric reinforced elastomeric bearing pads	51-22
51-1.12H(2)	Steel reinforced elastomeric bearing pads	51-24
51-1.14	Waterstops (Special Condition)	51-26
52-1.02B	Epoxy coated bar reinforcement	52-1
52-1.04	Reinforcing steel	52-3
55-1.03	Structural Steel	55-2
57-1.02A	Structural Timber & Lumber	57-1
57-1.02A	Treated Timber & Lumber	57-1
58-1.03	Lumber and timber	58-1
61-1.02	Culvert and drainage pipe joints	61-3
64-1.02	Plastic pipe	64-1
65-1.02A(2)	Reinforced concrete pipe	65-4
66-2.02	Aluminum pipe and aluminum pipe arch	66-4
66-3.02	Corrugated steel pipe and corrugated steel pipe arch	66-5
67-1.02	Structural metal plate pipe arches and pipe arches	67-1
68-1.02F	Perforated steel pipe	68-2
68-1.02J	Aluminum underdrain pipe	68-3
68-1.02K	Polyvinyl chloride pipe or polyethylene tubing	68-3
69-1.02A	Steel entrance tapers, pipe downdrains, reducers, coupling bands and slip joints	69-1
69-1.02F	Aluminum entrance tapers, pipe downdrains, reducers, coupling bands and slip joints	69-2
82-1.02D	Metal target plates	82-3
84-3.02	Paint (Traffic stripe)	84-3
86-2.08	Conductors	86-18
86-2.16	Painting of electrical equipment	86-33
86-4.01C	Electrical Components	86-43
88-1.01	Engineering fabric	88-1
90-2.01	Portland Cement	90-3
90-2.02A	Concrete coarse aggregate (Cleanness value)	90-5
90-2.02B	Concrete fine aggregate (Sand equivalent)	90-6
90-4.03	PCC admixtures	90-10
90-10.03	Minor concrete	90-33
92-1.03	Asphalt (Oil)	92-2
93-1.02	Liquid asphalt	93-2
94-1.05	Asphaltic emulsion	94-6
95-1.02	Epoxy	95-1

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## NOTICE OF POTENTIAL CLAIM

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION  
**NOTICE OF POTENTIAL CLAIM**  
 DC-CEM-6201 (OLD HC-11 REV 6/93)

FOR STATE USE ONLY

Received by \_\_\_\_\_ Date \_\_\_\_\_  
 (For Resident)

TO \_\_\_\_\_ CONTRACT \_\_\_\_\_ DATE \_\_\_\_\_  
 (Resident Engineer)

This is a Notice of Potential Claim for additional compensation under the provisions of Section 9-1.04 of the Standard Specifications, act of the Engineer, or his /her failure to act, or the event, thing, occurrence, or other cause giving rise to the potential claim occurred

DATE \_\_\_\_\_

The particular circumstances of this potential claim are described in detail as

The reasons for which I believe additional compensation may be due

The nature of the costs involved and the amount of the potential claim are described as  
 (If accurate cost figures are not available, provide an estimate, or describe the types of expenses

*The undersigned certifies that the above statements are made in full cognizance of the California False Claims Act, Government Code sections 12650-12655. The undersigned further understands and agrees that this potential claim, unless resolved, must be restated as a claim in response to the States proposed final estimate in accordance with Section 9-1.07B of the Standard Specifications, in order for it to be further considered.*

CONTRACTOR

BY \_\_\_\_\_  
 (Authorized Representative)

CEM-6201 (OLD HC-11 REV. 6/93)

Prepared by the contractor and subcontractors and sent to the local agency Resident Engineer  
 Distribution: All projects:(1) Original - Local agency project files  
 NHS Projects: 1 Copy to Caltrans District Local Assistance Engineer

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**SAMPLE COVER MEMO  
SOURCE INSPECTION REQUEST  
FROM LOCAL AGENCY to  
CALTRANS' DISTRICT LOCAL ASSISTANCE ENGINEER  
(Prepared By Applicant On Applicant Letterhead)**

**To:** (name) \_\_\_\_\_ **Date:** \_\_\_\_\_  
Caltrans' District Local Assistance Engineer  
Caltrans' Local Assistance Office  
(district office address)

**Federal-aid Project Number:** (if one has been assigned) \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Subject:** (*Source Inspection for Project Name, County*)

We are requesting that Caltrans provide Source Inspection (reimbursed) services for the above mentioned project. We understand we are responsible for paying for this service provided for by the State. Listed below are the materials for which we are requesting Caltrans' Source Inspection (reimbursed) services.

Materials that will require source inspection:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Justification for request: (Based on the requirements in Section 16.14 under "Source Inspection") \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Any question you might have about the above materials should be directed  
to: \_\_\_\_\_, at \_\_\_\_\_ (phone #) \_\_\_\_\_.

**Approved:**

\_\_\_\_\_  
(Applicant Representative Name)

\_\_\_\_\_  
District Local Assistance Engineer

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Local agency, name & address)

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**SAMPLE COVER MEMO  
SOURCE INSPECTION REQUEST  
FROM LOCAL AGENCY's RESIDENT ENGINEER to CALTRANS' OFFICE of MATERIALS  
ENGINEERING AND TESTING SERVICES  
(Prepared by Applicant on Applicant Letterhead )**

**To:** Office of Materials Engineering & Testing  
Services, MS #5  
California Department of Transportation  
5900 Folsom Blvd.  
Sacramento, CA 95819

**Date:** \_\_\_\_\_

**EA:** \_\_\_\_\_

**Project Number:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**Subject:** *(Source Inspection for Project Name, County)*

We are requesting that Caltrans provide Source Inspection (reimbursed) services for the above-mentioned project. We requested and received prior authorization for this service from our district Local Assistance Engineer, as noted by the attached approval memo from District Local Assistance Engineer.

Please find the following documents enclosed as required:

1. Completed CEM-3101
2. One set of PS&E

Any question you might have about the materials, to be inspected, should be directed to: \_\_\_\_\_, at \_\_\_\_\_ (phone #) \_\_\_\_\_.

\_\_\_\_\_  
*(Applicant Representative Name)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
(Local agency, name & address)

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STATE OF CALIFORNIA – DEPARTMENT OF TRANSPORTATION

**MONTHLY DBE TRUCKING VERIFICATION**

CP-CEM-2404(F) (NEW 12/99)

CONTRACT NO.			MONTH				YEAR	
Truck Owner	DBE Cert. No.	Company Name and Address	Truck No.	California Hwy. Patrol CA No.	Commission Or Amount Paid*	Date Paid	Lease Arrangement (√ if applicable)	
					\$		Lease Agreement with Non-DBE with DBE	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					\$		Lease Agreement with Non-DBE with DBE	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					\$		Lease Agreement with Non-DBE with DBE	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					\$		Lease Agreement with Non-DBE with DBE	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					\$		Lease Agreement with Non-DBE with DBE	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					\$		Lease Agreement with Non-DBE with DBE	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					\$		Lease Agreement with Non-DBE with DBE	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					\$		Lease Agreement with Non-DBE with DBE	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
TOTAL AMOUNT PAID					\$			
PRIME CONTRACTOR			BUSINESS ADDRESS				BUSINESS PHONE NO.	
<i>* Upon request all Lease Agreements shall be made available, in accordance with the Special Provisions.</i>								
<b>I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT</b>								
CONTRACTOR REPRESENTATIVE'S SIGNATURE			TITLE				DATE	

CEM-2404F (NEW 12/99)

COPY DISTRIBUTION: ORIGINAL - RESIDENT ENGINEER

Form CP-CEM 2404 (F)(NEW 12/99)  
MONTHLY DBE TRUCKING VERIFICATION

The top of Form CEM-2404(F) contains boxes to put in the Contract Number, the Month of the reporting period and the Year of the reporting period.

The Form CEM-2404(F) has a column to enter the name of the Truck Owner, the DBE Cert. No. (if DBE certified) and the Name and Address of the trucking company. The Form CEM-2404(F) also requires the Truck No. and the California Highway Patrol CA No.

Form CEM-2404(F) is to be submitted prior to the 15<sup>th</sup> of each month and must show the dollar amount paid to the DBE trucking company(s) for trucking work performed by DBE certified trucks and for any fees or commissions of nonDBE trucks utilized each month on the project. The amount paid to each trucking company is to be entered in the column called "Commission or Amount Paid," in accordance with the Special Provisions Section 5-1.X.

Payment information is derived using the following:

- 1.) 100% for the trucking services provided by the DBE using trucks it owns, operates and insures.
- 2.) 100% for the trucking services provided by the trucks leased from other DBE firms.
- 3.) The fee or commission paid to nonDBEs for the lease of trucks. The Prime does not receive 100% credit for these services because they are not provided by a DBE company.

The total dollar figure of this column is to be placed in the box labeled "Total Amount Paid." The column "Date Paid" requires a date that each trucking company is paid for services rendered. The next column contains information that must be completed if a lease arrangement is applicable. Located at the bottom of the form is a space to put the name of the "Prime Contractor," their "Business Address" and their "Business Phone No."

At the bottom of the form there is a space for the Contractor or designee "Contractor Representative's Signature, Title and Date" certifying that the information provided on the form is complete and correct.